

# **CITY CLERK**

## **Department Purpose and Description**

The Office of the City Clerk is primarily responsible for accurately recording City Council and Redevelopment Agency proceedings; processing, updating and safeguarding documents vital to the City's legislative process; providing research, information and support to the City Council, City staff, and the general public; maintaining the citywide records management and document imaging programs; and administering open and free elections in accordance with statutory requirements.

## **Major Accomplishments for Fiscal Year 2003**

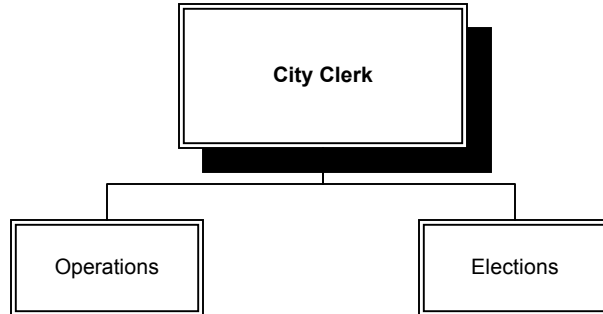
During fiscal year 2003, the City Clerk's Office improved service delivery by making all scanned documents available to City staff via the Intranet. While agendas, minutes and the Municipal Code were made available to the public via the Internet. The Municipal Code was updated with all ordinances through December 2002; the document imaging system was expanded to include the City Attorney, Community Development and Fire Departments. The City Clerk's Office also designed and conducted training classes on the LaserFiche software; re-wrote the Agenda Process and Board & Commission handbooks; and significantly increased the number of scanned images available electronically for research and preservation purposes.

## **Major Goals and Challenges for Fiscal Years 2004 and 2005**

- Conduct the March 2, 2004 election in accordance with statutory requirements.
- Continue to monitor and comply with the requirements of the Maddy Act, Political Reform Act and Conflict of Interest Code in a timely and efficient manner.
- Continue to image vital, permanent and historic records for research and preservation purposes and make additional public records available on the Internet for public viewing.
- Conduct workshops on LaserFiche, the California Public Records Act, and the agenda process.
- Continue to expediently process resolutions, ordinances, contracts, development agreements and recorded documents.

# CITY CLERK

## ORGANIZATION CHART



# CITY CLERK 03000

## EXPENDITURES

	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 ADOPTED	FY 2005 ADOPTED
Personnel Services	521,093	575,805	660,173	702,993
Supplies and Services	100,934	91,468	100,209	85,809
Capital	7,106	8,424	0	0
<b>EXPENDITURE TOTALS</b>	<b>\$629,133</b>	<b>\$675,697</b>	<b>\$760,382</b>	<b>\$788,802</b>

## Expenditures by Division

DIVISION	FY 2002 ACTUAL	FY 2003 BUDGET	FY 2004 ADOPTED	FY 2005 ADOPTED
<b>03100</b> Operations	591,835	639,798	725,083	767,903
<b>03200</b> Elections	37,298	35,899	35,299	20,899
<b>EXPENDITURE TOTALS</b>	<b>\$629,133</b>	<b>\$675,697</b>	<b>\$760,382</b>	<b>\$788,802</b>

## REVENUES

	FY 2002 ACTUAL	FY 2003 PROJECTED	FY 2004 ESTIMATED	FY 2005 ESTIMATED
Charges for Services	1,385	1,000	1,000	1,000
Other Revenue	14,984	7,606	52,267	49,968
<b>REVENUE TOTALS</b>	<b>\$16,369</b>	<b>\$8,606</b>	<b>\$53,267</b>	<b>\$50,968</b>

## CITY CLERK

### AUTHORIZED POSITIONS

	FY 1999	FY 2000	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005
City Clerk	1	1	1	1	1	1	1
Assistant City Clerk	0	0	1	1	1	1	1
Administrative Office Assistant III	0.5	0.5	0.5	0	0	0	0
Administrative Secretary	1	1	1	1	1	1	1
Deputy City Clerk	1	2	1	1	1	1	1
Records Manager	0	1	1	1	1	1	1
Records Technician	0	2	2	2	2	2	2
Senior Office Specialist	0	0	0	0.5	0.5	0.5	0.5
<b>Total Permanent FTE's</b>	<b>3.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>
<b>Total Hourly FTE's</b>	<b>0</b>	<b>0</b>	<b>0.2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total FTE's</b>	<b>3.5</b>	<b>7.5</b>	<b>7.7</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>	<b>7.5</b>

# CITY CLERK

## MISSION STATEMENT • GOALS • OBJECTIVES AND MEASURES

**MISSION STATEMENT:** The City Clerk's Office is committed to accurately recording and preserving the actions of the legislative bodies; safeguarding vital, historic and permanent records of the City; providing information and support to the City Council, City staff, and the general public in a timely, courteous and fiscally responsible manner; and administering open and free elections in accordance with statutory requirements.

**GOAL:** Establish and monitor a comprehensive records management program to ensure access to and preservation of vital, historic and permanent records, to provide for the safe and efficient storage of active and inactive records, and to ensure proper destruction of obsolete records.

**Objective:** *Review and reorganize active records in City Clerk's vault.*

Annual Measure	FY02 ACT.	FY03 EST.	FY04 EST.	FY05 PROJ.
# of files reviewed & categorized	2,500	2,500	3,000	3,000

**Objective:** *Image vital, historic and permanent records.*

Annual Measure	FY02 ACT.	FY03 EST.	FY04 EST.	FY05 PROJ.
# of pages imaged	40,000	40,000	40,000	40,000

**Objective:** *Transfer infrequently accessed records to secure off-site storage.*

Annual Measure	FY02 ACT.	FY03 EST.	FY04 EST.	FY05 PROJ.
# cartons indexed & transferred	3,500	400	400	400
# cartons retrieved for City depts.	500	600	600	600

**Objective:** *Destroy records that are obsolete, are no longer required in the ordinary course of business, and that have met their required retention requirements.*

Annual Measure	FY02 ACT.	FY03 EST.	FY04 EST.	FY05 PROJ.
# cartons of records destroyed	200	200	300	300

**Objective:** *Provide timely and convenient access to the City's records to the City Council, City staff and the general public.*

Annual Measure	FY02 ACT.	FY03 EST.	FY04 EST.	FY05 PROJ.
Number of files requested	400	600	600	600
# of research requests by Council/staff	1,200	2,000	2,000	2,000
# of research requests by public	150	300	300	300

**GOAL:** **Comply with requirements of the Maddy Act, Political Reform Act, and Conflict of Interest Code in a timely and efficient manner.**

**Objective:** *Post annual term expirations of members of City boards and commissions and post unscheduled vacancies as they occur.*

Annual Measure	FY02 ACT.	FY03 EST.	FY04 EST.	FY05 PROJ.
# of board/comm appls processed	52	85	70	70
# of unscheduled vacancies posted	16	9	9	9

**Objective:** *Distribute, receive and review campaign statements of incumbents and candidates.*

Annual Measure	FY02 ACT.	FY03 EST.	FY04 EST.	FY05 PROJ.
# of campaign statements reviewed	125	75	125	75

**Objective:** *Distribute, receive and review statements of economic interest for incoming, current and leaving elected officials, board and commission members, and City staff.*

Annual Measure	FY02 ACT.	FY03 EST.	FY04 EST.	FY05 PROJ.
# of econ interest statements reviewed	300	318	320	320

**GOAL:** **Administer the March 2004 election in accordance with statutory requirements, providing accurate information to candidates and the public regarding election requirements and procedures.**

**Objective:** *Review election law revisions and requirements by attending workshops and conferences and reviewing the Ca. Elections Code, City Charter and Municipal Code.*

**Objective:** *Prepare and furnish candidates with a comprehensive calendar of election events and deadlines, necessary forms, and election regulations.*

**Objective:** *Schedule the required resolutions for Council adoption at the proper times.*

**Objective:** *Meet the Registrar's deadlines for review and submittal of various election items, such as candidate lists, candidate statements of qualification, and ballot proofs.*

**Objective:** *Provide voter registration and polling place identification assistance.*